

**THE MINUTES OF THE
NORFOLK ARCHITECTURAL REVIEW BOARD
MARCH 21, 2016**

On March 21, 2016 at 4:00 p.m., a meeting of the Norfolk Architectural Review Board was held in the 10th Floor Conference Room, City Hall Building. Those in attendance were:

MEMBERS PRESENT:

Ms. Gustavson (Chairman), Mr. Thomas, Mr. Rutledge, Mr. Glenn, Ms. Pollard, Mr. Lyall, Mr. Gould, Mr. Klemt, Mr. Hoffler

STAFF:

Ms. McBride, Mr. Newcomb, Ms. Markowski

I. Call to Order

Ms. Gustavson called the meeting to order.

II. Roll call

Mr. Newcomb called the roll. (Quorum present.)

III. Consent Agenda

a. Meeting minutes – March 7, 2016

Mr. Lyall made a motion to approve the minutes as presented. Mr. Glenn seconded the motion. The Board voted aye.

b. 131 Granby Street – Jack Brown’s – outdoor dining & lighting encroachment

Mr. Lyall asked that the item be removed from the consent agenda.

- c. 717 Yarmouth Street – Replace wood siding with cementitious siding

After review of drawings, photographs and detailed specifications, Mr. Klemt made a motion to approve the application as presented. Mr. Glenn seconded the motion. The Board voted aye.

IV. Continued Applications

Private Project

- a. 131 Granby Street – Jack Brown’s – outdoor dining & lighting encroachment

Drawings and photographs were presented and Ms. McBride reviewed the application. The applicant proposed to install an anodized aluminum picket railing (bronze) and add 3 two-top black metal mesh tables.

Mr. Lyall commented on the area between the railing and the curb. Mr. Henn stated that Alcohol Beverage Control requires a barrier in front of the NanaWall and the railing is similar to that of the Brick Anchor Brew House.

Mr. Lyall also commented on the location of the third table that cannot be serviced. He suggested having just two tables in front of the NanaWall and having the railing across the red brick building only.

Mr. Klemt made a motion to approve the application subject to: the railing shall extend across the front of the red brick building which it is serving. Mr. Glenn seconded the motion. The Board voted aye.

V. Certificate of Appropriateness

Ghent Historic District

717 Yarmouth Street – Replace wood siding with cementitious siding
(Approved on consent.)

VI. Design Review (None)

VII. Discussion

Re: 923-29 E. Ocean View Avenue – Captain’s Landing – Windows

Mr. Thomas noted that the window was denied by the City Planning Commission. He asked about the appeal process and that staff notify the Board if the applicant should appeal to the City Manager.

VIII. Public Comments (None)

IX. New Business

a. 2016-17 ARB Workplan

The Board cited the following for the Workplan:

- Continue monthly information sessions
- Review Design Guidelines regularly; amend as needed (Mr. Glenn suggested windows)
- With regard to local Historic Districts, develop method for providing outreach and building public support
- Hazard mitigation
- Developing or adding to a resource list of craftspeople

Mr. Newcomb asked the Board to email him or Ms. McBride if they have any more suggestions.

In addition:

Ms. Pollard suggested creating parameters for the Board’s purview when reviewing projects from the City Planning Commission or other non-traditional paths.

Mr. Klemt and Mr. Thomas suggested there are some projects that should be reviewed at the beginning to identify possible red flags with siting and design.

b. Hazard Mitigation subcommittee

Christine Morris, Resiliency Officer, will facilitate the workshop. The tentative

date for the day-long workshop is April 22nd. Ms. McBride, Ms. Pollard, Mr. Glenn, Ms. Gustavson, Mr. Rutledge and Mr. Klemt will serve on the subcommittee.

X. Old Business

a. Application for demolition

Mr. Thomas made a motion to approve the application for demolition as presented. Mr. Klemt seconded the motion. The Board voted aye.

**XI. Approval of the minutes: March 7, 2016
(Approved on consent.)**

XII. Adjournment

There being no further business to discuss, the meeting adjourned at 5:40 p.m.

Respectfully submitted,

Dolores R. Cloud

Dolores R. Cloud, Deputy City Clerk/Stenographic Reporter